**2020 ACC Annual Meeting**

**Call for Programs Guidelines**

**SPONSOR**

Every year, ACC invites prospective sponsors to submit program ideas for the Annual Meeting. Sponsors whose program ideas are selected will be offered a Gold Level sponsorship and the opportunity to organize and present a CLE/CPD program at the ACC Annual Meeting in Philadelphia, PA Oct. 13-16, 2020.

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**Preparing Program Ideas**

1. Begin brainstorming program ideas by reviewing attendance at past sessions, online event participation, popular written legal resources, and more.
2. Review the pre-selected curricula [**chart below**](#Curricula) and consider where your program ideas might best fit (please indicate multiple curricula, when appropriate).
3. Plan to submit up to 3 program ideas.

**Submission deadline:**

**Monday, Jan. 6, 2020, 11:59 PM PST (UTC-8:00)**

**SPONSORSHIP DETAILS**

Each year, ACC invites prospective sponsors to submit program ideas for the Annual Meeting. If your program idea is selected, you will be offered a Gold Level sponsorship at a cost of $32,000. (By submitting a proposal, you are agreeing to participate as a Gold Sponsor should your program be selected.) You will have the opportunity to organize and present a CLE/CPD program at the ACC Annual Meeting in Philadelphia, PA, Oct. 13-16, 2020. In addition to the CLE/CPD program, a Gold Level sponsor is entitled to the following benefits:

* An invitation for one participant to attend the ACC Sunday leadership event
* Display/Booth area in a ten-foot by ten-foot space
* Eight full registrations with access to all educational, social and meal functions and four “exhibit only” registrations with access to the exhibit hall functions only
* One promotional pre-meeting physical mailing and one post-meeting physical mailing to attendees, at sponsors cost. (E-Mail addresses are not provided by ACC)
* Recognition on the ACC website with sponsor logo link to sponsor’s website
* Recognition in the award-winning *ACC Docket* magazine
* Signage/Logo recognition at the Annual Meeting
* Opportunity to host Annual Meeting attendee function after close of trade show floor (7:00pm)

To be considered for Gold Level sponsorship and receive the exclusive benefits listed above, please follow the instructions below. If your program idea is not selected, you may be offered the opportunity to participate as a Silver or Blue Level sponsor.

If you are not selected as a Gold Level sponsor, and notify ACC through the call for programs process that you are interested in a Silver Level sponsorship, you will be required to collaborate with one of ACC’s [networks](http://www.acc.com/committees) on the substance of their program. Refusal to participate in the collaboration process may result in revocation of Silver Level status.

|  |  |
| --- | --- |
| *If a sponsor is a:* | *Max # of total AM20 speaker slots allowed per sponsor:*  |
| ACC Network Sponsor AND 2020 Annual Meeting Gold Level Sponsor | 4 |
| ACC Network Sponsor AND 2020 Annual Meeting Silver Level Sponsor | 3 |
| 2020 ACC Annual Meeting Gold Level Sponsor | 2 |
| 2020 ACC Annual Meeting Silver Level Sponsor (by Silver Selection Process) | 1 |
| 2020 ACC Network and Blue Sponsor  | 2 |
| 2020 ACC Annual Meeting Blue Level Sponsor | 0 |

**2020 CURRICULA**

*Will represent most programs selected, but we welcome submissions outside the scope of this list.*

|  |  |
| --- | --- |
| * Business & Leadership
 | * Government Regulation
 |
| * Career Development
 | * Health Law
 |
| * Compliance
 | * Information Governance
 |
| * Contract Drafting
 | * Intellectual Property
 |
| * Corporate Governance
* Cross-border/Global
 | * Law Department Management/Legal Operations
 |
| * Data Privacy & Security
 | * Litigation and Dispute Resolution
 |
| * Employment & Labor
 | * Negotiations
 |
| * Environment & Energy
 | * Social Media
 |
| * Ethics
 | * Technology
 |

**Submitting Your Annual Meeting Proposals**

1. Prepare for submissions by checking out the sample submission prep form attached. This will give you an idea of the information you’ll need to provide so it’s even easier when it’s time to submit.
2. Review the list of suggested curricula below.
3. Submit up to three (3) program ideas by **Monday, Jan. 6, 2020** via the program submission link that was emailed to you. Law Firm Networks will be allowed to submit up to five (5) program ideas.
4. Click on the “Add Program Idea +” button to begin.
5. Once the program information is entered, you a select submission status: “Save & Edit Later” or “Final Submit.” You can update the status later, however **only programs marked “Final Submit” on Jan. 6, 2020 will be considered for selection.**
6. Click “Save Program Idea” and close the box to return to the main screen and add another program idea. (Repeat steps 1-4 as necessary to enter all submissions.)
7. You will receive an email confirmation of your finalized program submissions.

**IF YOUR PROGRAM IS ACCEPTED…
Rules, Guidelines & Deadlines for Accepted Program Ideas\***

*\*Program acceptance/decline notifications will be sent in early February. The details below are subject to change.*

**Monday, March 2, 2020: Program Organizer Submission Deadline**

Submitters of accepted program ideas must submit a program organizer to serve as the point of contact between ACC and session speakers. The program organizer will be responsible for submitting speakers. Program organizers may or may not serve as a speaker.

**Friday, May 1, 2020: Speaker Submission Deadline**

Complete speaker details for programs must be submitted to ACC on or before this date.

**Friday, Aug. 28, 2020: Course Material Submission Deadline**

All panels must submit substantive course materials by this deadline in order to secure CLE/CPD credit for their session.

**Important Dates**

|  |  |
| --- | --- |
|  Item |  Date |
| Program Chair Training Call | Wed., Nov. 20, 2019 |
| Program Idea Submission Deadline | Mon., Jan. 6, 2020 |
| Program Selection Notifications Sent | Fri., Feb. 14, 2020 |
| Program Organizer Submission Deadline\* | Mon., March 2, 2020 |
| Program Organizer Training Call | TBA |
| Speaker Submission Deadline\* | Wed., May 1, 2019 |
| Course Material Submission Deadline | Fri., Aug. 30, 2019 |

*\*ACC confirms Program Organizer and speaker submissions on a rolling basis.*

*\*Additional faculty selection rules and guidelines will be provided following program selection. ACC reserves the right to decline faculty if they do not meet these criteria.*

**Speaker Selection**

**What to Know Now**

* **DIVERSITY STATEMENT:** ACC endeavors to ensure that all programs at its meetings are presented from diverse perspectives. Please assist with this effort by proposing speaking candidates that are diverse not just in terms of type of work experience, years of work experience, law department size and geographic location, but also gender, race, ethnicity, sexual orientation and physical abilities.
* Speakers may not present for more than **two consecutive years**.
* **In-house Counsel Ratio**: Per session, the number of non-in-house counsel should not outnumber in-house counsel without prior approval from ACC.
	+ Approved non-in-house speakers will be issued a day pass for the day of their speaking engagement.
* Panels may consist of a maximum of **four (4) speakers total**.
	+ Up to three (3) in-house speakers per panel will receive a complimentary registration.
	+ Additional in-house counsel speakers will receive a discounted registration.
* **Outside counsel and/or legal service providers** may appear on panels only if their organization is a sponsor of the 2020 Annual Meeting and must adhere to the sponsor faculty limits below. The full list of eligible sponsors can be found at [*http://am.acc.com/sponsors*](http://am.acc.com/sponsors). Please email Moustafa Abdel-Kader at *abdel-kader@acc.com* before contacting a sponsor to verify that they are eligible to speak.

**Tips for Submitting Your Annual Meeting Proposal(s)**

Propose programs with **creative and unique methods of presentation**. Programs incorporating audio/video, hypotheticals, games, or other fun learning techniques are very competitive.

Consider the pre-determined **curricula** and where your program idea would fit best. These were determined based on history and popularity to meet demonstrated member needs.

Present **fully developed program submissions**. Proposals that provide descriptions with specific, practical objectives and promise takeaway materials will have a significant advantage.

Include objectives that appeal to **globally minded** in-house counsel.

Submit more **advanced-level program ideas**. Attendees consistently ask for more in-depth information. A maximum of one beginner-level program will be selected per network.

**Avoid generic program proposals** on a popular topic; the competition is likely to be strong.

Consider the **types of speakers** you intend to seek for your program prior to submission. Securing speakers and attendees for extremely narrow topics can prove to be challenging.

**QUESTIONS?**

*Regarding sponsorship or benefits, contact:*

Moustafa Abdel-Kader, Director of Business Development, *abdel-kader@acc.com**,* 202.349.1523

*Regarding program submissions, contact:*

Rachel Okolski, Associate General Counsel & Director of Program Development, *okolski@acc.com*